

BENEFITS OVERVIEW

Saint Paul Regional Water Services

offers the same comprehensive benefits plan provided to City of Saint Paul employees. These benefits are designed to meet the needs of our employees. They include:

- Paid holidays
- Excellent sick leave benefits
- Liberal vacation policy that increases with additional years of service
- Flexible work scheduling available for some positions
- Excellent pension plan available
- Training and development opportunities
- On-site exercise facilities
- Free parking

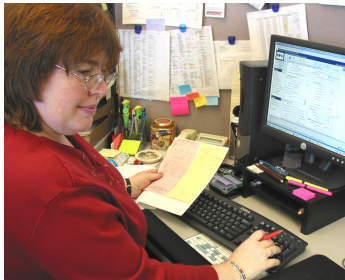
How to Apply for a Job

Job announcements can be found online at <http://www.stpaul.gov/jobopenings>

Announcements will include the type of exam being given and the qualifications required.

If you meet the qualifications, complete an application by the deadline noted.

Submit materials required to the Office of Human Resources by mail or deliver in person to: 400 City Hall Annex—25 West Fourth Street, Saint Paul, MN 55102. Fax: 651-292-7656. Email: jobs@ci.stpaul.mn.us



Accounting Clerk

F.A.Q.S

How do you know when a job is available?

Job announcements are posted outside the City Human Resources office, at all City of Saint Paul and Ramsey County libraries and most Saint Paul recreation centers. **Check out jobs online at <http://www.stpaul.gov/jobopenings>**

What are the most common examinations?

- Written Exam • Oral Interview
- Training and Experience Exam
- Qualifications Rating Exam
- Competency Testing

Do military veterans get preferences?

Eligible veterans who wish to claim veteran's preference may receive an additional five points (10 points for disabled veterans).

Is SPRWS unionized?

Most classified titles are represented by a bargaining unit. Employees may join the union or are required to contribute a "fair share" of the monthly union dues.

Do SPRWS employees get preferences?

Current SPRWS and City employees with two years of employment, 2080 work hours, and satisfactory performance evaluations, are eligible for promotion rights.

Is SPRWS an equal opportunity employer?

Yes. SPRWS encourages applications from all individuals, including women, persons of color, and persons with disabilities.

SPRWS PROFILE

Saint Paul Regional Water Services

employs about 250 people in a variety of positions in four departments or divisions.

The utility offers a positive work environment with an opportunity for career growth and advancement for employees at all levels.

As an entity of the City of Saint Paul governed by the Board of

Water Commissioners, SPRWS offers excellent pay and a competitive benefits package.



Administration building

Opportunities exist to work at positions as varied as customer service representative, water quality specialist, heavy equipment operator, information technology analyst, accountant, engineer, plumbing inspector, maintenance worker, utility aide, laboratory technician, clerk typist, storeroom clerk, and vehicle mechanic.

**OUR MISSION IS TO
PROVIDE RELIABLE,
QUALITY WATER
AND SERVICES AT A
REASONABLE COST.**



JOB DIVISIONS

Business Division

This division includes customer service, financial services, billing, and information technology.



Engineering Division

Employees perform a variety of professional, technical, and inspection services. This unit contains maps and records and the agreements and inspection staff.

Civil Engineer

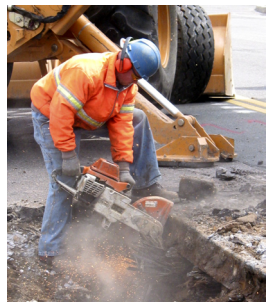
Production Division

Manages the utility's water supply and treatment and all water quality issues. Water comes from the Mississippi River to the treatment plant via lakes, canals, and pipes and is monitored along the way.



Water Quality Specialist

Distribution Division



Water System Worker

Staff take care of getting water from the plant to area homes and businesses. Fixing water main breaks, installing new water connections, and making sure water meters are read, are all part of distribution.

SPRWS HISTORY

Saint Paul Regional Water Services is a not-for-profit entity of the City of Saint Paul governed by the Board of Water Commissioners. It is heir to a legacy of well-developed water sources and a water distribution system that has served the residents of the City of Saint Paul and the surrounding *Original Distribution System Circa 1854* area for nearly 140 years.



Today, we produce an average of 50 million gallons of drinking water daily and distribute it through more than a 1,000 miles of water main to more than 417,000 residents of Saint Paul and 13 surrounding communities. Our mission to provide reliable, quality water and services at a reasonable cost will continue to guide us far into the 21st century.

SAINT PAUL REGIONAL WATER SERVICES

1900 Rice Street
Saint Paul, MN 55113-6810

www.stpaul.gov/water

SAINT PAUL REGIONAL WATER SERVICES



JOBS AND CAREER INFORMATION



We encourage applications from women, persons of color, and people with disabilities

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER